

ACTION HISTORY OF RTI REQUEST No.NRLTD/R/X/25/00001



Applicant Name (आवेदक का नाम)

Matri ngo

Text of Application (आवेदन का पाठ)

transferred u/s 6(3) of RTI act,2005 for providing requisite available information.

Reply of Application (आवेदन का उत्तर)

Attached Regards

Sr No. (क्रम सं)	Action Taken (कार्रवाई की गई)	Date of Action (कार्रवाई की तारीख)	Action Taken By(कार्रवाई द्वारा)	Remarks (टिप्पणी)
1	RTI REQUEST RECEIVED	29/01/2025	Nodal Officer	MOPNG/R/E/25/00040/4
2	REQUEST FORWARDED TO CPIO	03/02/2025	Nodal Officer	Forwarded to CPIO(s) : (1) Kajal Saikia
3	REQUEST DISPOSED OF	20/03/2025	Kajal Saikia-(CPIO)	

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(उत्तर दस्तावेज़ देखें)

Q- 2200

NRL/RTI/CPIO/Q- 2200

- Q.N.1 Policy on CHILD CARE LEAVE in the ministry and in various departments of ministry.
- Q.N.2 Policy on child care leave in administered public sector undertakings, communicated by MOPNG for implementation.
- Q.N.3 Supervision and measures to oversee the implementation of policy in administered public sector undertakings.

Reply Q.N.1 to Q.N.3:

Latest Policy on Child Care Leave of NRL is attached.

Numaligarh Refinery Limited

Date: 20th November 2024.

Revised Policy on Child Care Leave for Employees of NRL.

- 1.0 Purpose
- 1.1 Women employees having minor children may be granted Child Care Leave (CCL) for a maximum period of 2 years i.e., 730 days during their entire service for taking care of two eldest surviving children upto the age of 18 years on the grounds of rearing or for looking after any of their needs such as education, sickness and the like.
- 2.0 Coverage/Eligibility
- 2.1 Women employees i.e. Management & Non-Management category on the regular rolls of the company will be eligible for CCL. This will also be extended to single male parents who may include unmarried or widower or divorcee employees. Trainees will not be eligible for CCL.
- 2.2 CCL will not be granted during initial probation period. However, in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of CCL to the probationers, CCL may be granted provided that period for which such leave sanction is minimal.
- 3.0 Quantum of CCL
- 3.1 CCL may be granted for a total of two years i.e., 730 days during their entire service for taking care of child upto the age of 18 years. CCL will be restricted only to the two oldest surviving dependent children. CCL shall not be admissible if the child is 18 years of age or older.
- 3.2 In case of disabled children having minimum 40% disability, CCL will be admissible till the child attains 22 years subject to the other conditions stipulated by the Government in this regard from time to time. Documents relating to disability as specified in the Notification No. 16-18/97-NLI dated 01.06.2001 (Ministry of Social Justice & Empowerment) would have to be submitted by the employee. However, the total CCL will not exceed 730 days during the entire service period.
- 3.3 CCL can be availed in spells not exceeding four spells during the entire service period. The minimum period of leave in one spell should not be less than 1 month.
- 3.4 In case of a single woman employee, CCL may be granted for upto six spells during the entire service period.
- 3.5 Where CCL spills over to the next calendar year, it will be treated as one spell against the year in which the CCL commences.
- 3.6 In case of a woman employee joins the company after resigning from Govt./CPSEs, the CCL availed earlier shall also be counted for calculating the overall limit of 730 days. This will also be applicable for the women employees who join the company on deputation.

3.7 For counting total period of CCL, intervening holidays/off-days will be counted similar to Privilege Leave (PL). CCL cannot be combined with any other leave, other than PL, Maternity Leave & Child Adoption Leave or otherwise admissible as per extant policy of the company.

3.8 CCL is a separate leave account for which a separate leave account shall be maintained and it shall not be debited against any other leave account of the employee.

4.0 Entitlement during CCL

4.1 During the period of CCL, for first 365 days, 100% of last drawn Basic Pay (BP) and Dearness Allowance (DA) before proceeding on leave and thereafter 80% for the next 365 days shall be payable to the employee. Other allowances shall not be payable during CCL.

4.2 If date of annual increment i.e. 1st January falls during the period of CCL, the increment shall be granted from the date of resumption of service after CCL and not from 1st January. However, the next increment shall be granted for the following January provided the employee is not on CCL.

4.3 Accommodation facility such as Company quarters/Flat/Leased accommodation /HRA shall continue to be admissible only if the employee stays at the same place where the employee retains (duly approved) her/his family before proceeding on leave.

4.4 Reimbursement of medical expenses shall be as per extant policy of Medical Reimbursement for employees. In order to avail medical reimbursement during the period of CCL at a location other than place of posting, the employee shall be required to intimate the same to HR with address before leaving the place of posting.

4.5 In case of total period of CCL taken is more than 6 months during an appraisal period (Calendar/Financial Year as applicable) one full year will not be counted towards residency period for promotion. If otherwise eligible, an employee will be considered for promotion during CCL.

4.6 If promotion is given to the employee during CCL, the promotion probation would be effective from the date of resumption of duty.

4.7 Once CCL is sanctioned, the employee can join only after availing the period of sanctioned leave. In case CCL of the employee has been approved and the employee requests to join back prior to completion of sanctioned leave only to get considered for promotion, the same is not permissible. However, management reserves the right to call such employees on duty in case any company's emergency situation with due approval of Competent Authority.

4.8 If a child is studying abroad and if the employee has to go abroad for taking care of the child, he/she may be granted CCL for the same subject to other conditions laid down in this regard. However, while availing CCL, the employee shall not be allowed to proceed to any overseas destination other than for the purpose mentioned above.

4.9 In case Annual Performance for the year could not be written due to CCL, the last available performance ratings would be considered for assessing the employee for consideration of promotion provided the employee meets the other required criteria including residency period.

4.10 Other provisions like PL/HPL accruals, Conveyance reimbursement, Communication expenses, Canteen subsidy, Self-Professional updation allowance etc., shall not be admissible during CCL.

- 4.11 An application for grant of CCL by an employee already on Leave (other than CCL) within India or out of India, may be considered provided she/he submits application one month before the expiry of Leave. If CCL is not sanctioned by the competent authority before the expiry of leave, she/he shall have to join her duty.
- 4.12 The employee shall not be eligible for drawal of fresh advances/loans (HBA/Vehicle/Furniture/PC/Mobile/Festival etc.) during CCL. However, the period of leave shall be counted towards the eligibility period for the loan/advances.
- 5.0 General conditions**
- 5.1 Competent Authority for sanctioning the CCL shall be Head (HR). On approval, the same may be regularised in system (SAP) and his/her line manager will approve the same.
- 5.2 During the period of CCL, the employee will not be allowed to take up any remunerative/honorary service elsewhere.
- 5.3 The period of Privilege/Earned leave or any other kind of leave already sanctioned or availed shall not be converted into CCL with retrospective effect.
- 5.4 Employees who availed CCL as per the earlier CCL scheme, the balance period of CCL within the total period of 2 years i.e. 730 days, if any, may be availed as per this revised CCL policy provisions.
- 5.5 The period of wilful absence or unauthorized absence shall not be converted into CCL.
- 5.6 Statutory recoveries, such as Income Tax, Profession Tax, etc., and recoveries towards Loan, Redemption Schemes, Furniture/PC/Mobile on Hire, Standard Rent Recovery, GSLI, Death Benevolent Fund, Contributions etc. will be continued during CCL.
- 6.0 Interpretation**
- 6.1 In case of any doubt arising with regard to any of the provisions of the above policy the final authority shall vest with Managing Director whose decision shall be final.
- 7.0 Review**
- 7.1 The policy shall be reviewed every 5 years. However, the company reserves to itself the right to withdraw, review, alter and/or amend these terms or any part thereof as may be deemed necessary from time to time.

ACTION HISTORY OF RTI REQUEST No.NRLTD/R/X/25/00005



Applicant Name (आवेदक का नाम)

Shubh

Text of Application (आवेदन का पाठ)

The RTI of applicant is being transferred under Section 6(3) of the RTI Act, 2005 to the concerned CPIO i.e. Numaligarh Refinery Limited (NRL) for providing requisite information directly to you.

Reply of Application (आवेदन का उत्तर)

Attached Regards

Sr No. (क्रम सं)	Action Taken (कार्रवाई की गई)	Date of Action (कार्रवाई की तारीख)	Action Taken By (कार्रवाई द्वारा)	Remarks (टिप्पणी)
1	RTI REQUEST RECEIVED	10/03/2025	Nodal Officer	MOPNG/R/E/25/00082/5
2	REQUEST FORWARDED TO CPIO	10/03/2025	Nodal Officer	Forwarded to CPIO(s) : (1) Kajal Saikia
3	REQUEST DISPOSED OF	20/03/2025	Kajal Saikia-(CPIO)	

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(उत्तर दस्तावेज़ देखें)

Q-2211

NRL/RTI/CPIO/Q- 2211

Q.N.1 Total number of outsourced employees in all the PSUs under Ministry of Petroleum and Natural Gas?

Reply: Numaligarh Refinery Limited has engaged 16 Nos. of Advisers / Retainers on contract as of 10.03.2025.

Q.N.2 How many of them are under executive position and in non-executive positions?

Reply: All the 16 positions of Advisers / Retainers are in Executive position.

Q.N.3 Total number of regular employees in both executive and non-executive positions.

Reply: Details of regular employees in Numaligarh Refinery Limited are as below:

Executive = 617

Non-Executive = 484

Besides, there are 30 Graduate Engineer Trainees and 3 Non- Management Trainees who are working in Numaligarh Refinery Limited.

In case, you are not satisfied with the above reply, you may make an appeal to the First Appellate Authority within 30 days from the date of receipt of this letter as per provision at Section 19 of the RTI Act, 2005, whose details are as under.

Shri Monjit Kr Borah, Chief General Manager (Maintenance)
First Appellate Authority,
Numaligarh Refinery Limited
Numaligarh, Golaghat, Assam-785699

ACTION HISTORY OF RTI REQUEST No.NRLTD/R/T/24/00017



Applicant Name (आवेदक का नाम)

gursewak singh nijjar

You are kindly requested to furnish the following information under Right to Information Act:- 1. What is the shelf life of Distillate Oil falling under Customs Tariff Heading 2710. 2. What is the shelf life of Lubricating Oil falling under Customs Tariff Heading 2710. 3. What is the shelf life of Rubber Process Oil falling under Customs Tariff Heading 2707.

Text of Application (आवेदन का पाठ)

Reply of Application (आवेदन का उत्तर)

Attached Regards

Sr No. (क्रम सं)	Action Taken (कार्रवाई की गई)	Date of Action (कार्रवाई की तारीख)	Action Taken By(कार्रवाई द्वारा)	Remarks (टिप्पणी)
1	RTI REQUEST RECEIVED	27/12/2024	Nodal Officer	MOPNG/R/E/24/00559
2	REQUEST FORWARDED TO CPIO	02/01/2025	Nodal Officer	Forwarded to CPIO(s) : (1) Kajal Saikia
3	REQUEST DISPOSED OF	27/03/2025	Kajal Saikia-(CPIO)	

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Q-2191

NRL/RTI/CPIO/Q- 2191

Q.N.1 What is the shelf life of Distillate Oil falling under Customs Tariff Heading 2710 ?

Reply: Customs Tariff Heading 2710 (or HSN Code 2710) covers "Petroleum oils and oils obtained from bituminous minerals, other than crude; preparations not elsewhere specified or included, containing by weight 70% or more of petroleum oils or of oils obtained from bituminous minerals, these oils being the basic constituents."

With regards to NRL, Distillate Oils (for this HSN code) produced will include Motor Spirit (HSN Code : 2710), Aviation Turbine Fuel (HSN Code: 27101920) , Superior Kerosene Oil (27101910) and High Speed Diesel (HSN Code : 27101930). There is no direct BIS specification for shelf-life for these products. However Oxidation Stability test (as per BIS Specification) is prescribed for these products as follows :

HSD:

Oxidation Stability = 25 g/m3 (Max)

MS:

Oxidation Stability = 360 minutes (Min)

The Oxidation Stability test may provide an indication of these products to form gum while in storage which may restrict the shelf life. However, this correlation may vary markedly under different storage conditions with different products.

Q.N.2 What is the shelf life of Lubricating Oil falling under Customs Tariff Heading 2710 ?

Reply: NRL does not produce Lubricating Oil.

Q.N.3: What is the shelf life of Rubber Process Oil falling under Customs Tariff Heading 2707 ?

Reply: NRL does not produce Rubber Process Oil .

ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/24/00022



Applicant Name (आवेदक का नाम)

Dhiraj Gogoi

Text of Application (आवेदन का पाठ)

Could you please provide me a comprehensive list of individuals, NGOs, firms, societies and any other organizations in Assam that have received Corporate Social Responsibility (CSR) funding from NRL over the last five financial years? Additionally, I would appreciate information on any other CSR activities carried out by NRL in Assam during this period. Thank you

Reply of Application (आवेदन का उत्तर)

Attached Regards

Sr No. (क्रम सं)	Action Taken (कार्रवाई की गई)	Date of Action (कार्रवाई की तारीख)	Action Taken By(कार्रवाई द्वारा)	Remarks (टिप्पणी)
1	RTI REQUEST RECEIVED	24/08/2024	Nodal Officer	
2	REQUEST FORWARDED TO CPIO	27/08/2024	Nodal Officer	Forwarded to CPIO(s) : (1) Kajal Saikia
3	REQUEST DISPOSED OF	11/04/2025	Kajal Saikia-(CPIO)	

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(उत्तर दस्तावेज़ देखें)

Q-2140

Q.N.1 Could you please provide me a comprehensive list of individuals, NGOs, firms, societies and any other organizations in Assam that have received Corporate Social Responsibility (CSR) funding from NRL over the last five financial years? Additionally, I would appreciate information on any other CSR activities carried out by NRL in Assam during this period.

Reply: Numaligarh Refinery Ltd. has undertaken a majority of its CSR projects in the state of Assam since its inception, covering various sectors such as healthcare, rural development, education, skill development, sports, and art & culture. These initiatives have been executed directly by NRL for the benefit of the intended stakeholders. All the projects undertaken by NRL under CSR are available on our website <https://www.nrl.co.in/CSR> (Year-wise Details & Quarterly Updates) with all relevant information.

To provide detailed information regarding the list of individuals, NGOs, firms, societies, and other organizations in Assam that have received CSR funding from NRL over the last five financial years, along with information on other CSR activities carried out in the state, you are kindly requested to specify the particular project of interest. This is because the relevant informations are voluminous in nature. Alternatively, you may visit our office on any working day to access the detailed information.

ACTION HISTORY OF RTI REQUEST No.NRLTD/R/E/24/00031

Applicant Name (आवेदक का नाम)

MOHIT WALIA

Text of Application (आवेदन का पाठ)

Dear Sir/Madam, I am filing this RTI application under the Right to Information Act, 2005 to seek information regarding the Corporate Social Responsibility (CSR) activities and funds of Numaligarh Refinery Limited. Kindly provide the following information: 1. Details of CSR activities undertaken for the last 3 the financial years. 2. The total CSR fund allocated for each financial year. 3. A breakdown of the CSR funds utilized specifying the following for Attached Regards

Reply of Application (आवेदन का उत्तर)

Sr No. (क्रम सं)	Action Taken (कार्रवाई की गई)	Date of Action (कार्रवाई की तारीख)	Action Taken By(कार्रवाई द्वारा)	Remarks (टिप्पणी)
1	RTI REQUEST RECEIVED	15/10/2024	Nodal Officer	
2	REQUEST FORWARDED TO CPIO	15/10/2024	Nodal Officer	Forwarded to CPIO(s) : (1) Kajal Saikia
3	REQUEST DISPOSED OF	11/04/2025	Kajal Saikia-(CPIO)	

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(उत्तर दस्तावेज़ देखें)

Q- 2168

Q.N.1 Details of CSR activities undertaken for the last 3 the financial years.

Reply: Numaligarh Refinery Ltd. has undertaken various CSR projects across different sectors, including healthcare, rural development, education, skill development, sports, and art & culture etc. The detailed information regarding the projects and expenditures under NRL's CSR initiatives for the last three financial years 2022-23, 2023-24 and 2024-25 (up to the 3rd quarter) are available on the NRL website. Kindly visit <https://www.nrl.co.in/CSR> (Year-wise Details & Quarterly Updates) section for details of the projects and associated expenditures.

Q.N.2 The total CSR fund allocated for each financial year:

Reply: The details of CSR funds allocated in the mentioned years are as follows-

Years	Total CSR allocation (In Lakhs)
2022-23	7092.00
2023-24	9227.00
2024-25	8450.00

Q.N.3 A breakdown of the CSR funds utilized, specifying the following for each CSR project:

- Name of the CSR project
- The geographical area (location) where the project was implemented
- The total expenditure incurred on each project
- Details of the implementing agency (if any)

Reply: For the above details please visit NRL website_ <https://www.nrl.co.in/CSR> (Year-wise Details & Quarterly Updates).

Q.N.4 Details of the monitoring mechanisms used to evaluate the impact and progress of these CSR initiatives.

Reply: NRL monitors the progress and impact of its CSR initiatives through various mechanisms, including regular site visits, discussions with stakeholders, and the collection of relevant reports, photographs, and documents. These measures help ensure effective evaluation and accountability of CSR activities.

Q.N.5 Any audit reports or third-party evaluations conducted on the CSR projects.

Reply: On completion of the CSR projects, utilization certificates along with final project reports, photographs etc. with statutory documents (such as Audited Chartered Accountant (CA) certifications are collected.

Q.N.6 List of the beneficiaries of the CSR projects, particularly focusing on the socio-economic impact created.

Reply: Most of the CSR projects undertaken by NRL are designed to positively impact the socioeconomic status of the beneficiaries. To provide detailed information regarding the list of beneficiaries and the specific socio-economic impact created, you are kindly requested to mention the specific projects of interest. Alternatively, you may visit our office on any working day to access the relevant information.

Q.N.7 Copies of the agreements, MoUs, or contracts made with NGOs or agencies for CSR implementation

Reply: To provide detailed information regarding the copies of agreements, MoUs, or contracts made with NGOs or agencies for CSR implementation, you are kindly requested to specify the projects of interest. This is because all documents pertaining to your query are voluminous in nature.

Q.N.8 Details of unspent CSR funds (if any) for the mentioned years and the reason for the same

Reply: No unspent CSR funds were available for the mentioned years.

Ref : NRL/CPIO/RTI/Q-2196

Date : 11th April 2025

To,

Shri Prakash Bora,
Golaghat Jatiya Vidyalaya
Kachari Hat Road
Dist. Golaghat, Assam

Sub : Information under RTI Act, 2005.

Dear Sir,

This has reference to your application no- Nil dated 07-01-2025 seeking information under RTI Act 2005. Please find below the reply to the queries raised by you:

- Q.N.1 ২০২৩-২০২৪ বৰ্ষত নুমলীগড় তেল শোধনাগাৰৰ পৰা গোলাঘাট জিলা প্ৰশাসনৰ নামত CSR ফাণ্ডৰ জৰিয়তে কোন কোন শিতানত কিমান টকা মুকলাই দিয়া হৈছিল তথ্য সহকাৰে প্ৰেৰণ কৰক।
- Q.N.2 ২০২৪-২০২৫ বৰ্ষত নুমলীগড় তেল শোধনাগাৰৰ পৰা গোলাঘাট জিলা প্ৰশাসনৰ নামত CSR ফাণ্ডৰ জৰিয়তে কোন কোন শিতানত কিমান টকা মুকলাই দিয়া হৈছিল তথ্য সহকাৰে প্ৰেৰণ কৰক।

Reply Q.N. 1 & 2:

Sl.No	Project Description	Total Amount Released (2023-24)	Total Amount Released (2024-25)
1	Construction of One Open-Air Auditoriums at Golaghat.		1,61,60,760.00
2	Road Safety related improvement works at Telgaram & Rangajan Junction point on NH-39, Golaghat.	28,91,000.00	
3	Installation of lift at MCH wing of Swahid Kushal Konwar Civil Hospital, Golaghat.	20,61,100.00	18,58,387.00
4	Promoting local entrepreneur for setting up various livelihood projects for better income generation.		1,21,50,000.00
5	Procurement of essential medical equipment for different health institutions of Golaghat District.	3,88,85,108.00	3,26,32,000.00
6	Renovation of Merapani Community Health Centre at Merapani.	60,00,250.00	
7	Renovation of Kachomari Model Hospital at Kachamari, Golaghat	27,50,700.00	

Contd.....2

পোস্ট: এন. আর. প্রজেক্ট, জিলা: গোলাঘাট, অসম, পিন-785699
P.O.: N.R. Project, District : Golaghat, Assam, PIN-785699

Registered Office

122A, জী এস ৰোড, ক্ৰিষ্টিয়ানবাস্তী, গুৱাহাটী - 781005 (অসম), দূৰভাষ: 0361-2203140 / 220 3147, ফেক্স: 0361-2203146, ৱেবছাইট: www.nrl.co.in
122A, G.S. Road, Christianbasti, Guwahati - 781005 (Assam), Phone: 0361-2203140 / 2203147, Fax: 0361-2203146, Website: www.nrl.co.in

Date: 11th April, 2025
Ref: NRL/CPIO/RTI/Q-2196

Continuation Sheet

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8	Renovation of Bhagyapur Mini Primary Health Centre, Golaghat	39,03,541.00	
9	Renovation of Gelabil Mini Primary Health Centre, Borpathar	45,11,700.00	
10	Renovation of Mahuramukh Mini Primary Health Centre.	26,28,834.00	
11	Renovation of Barpathar Mini Public Health Centre.	32,47,975.00	6,86,194.00
12	Renovation of Sarupathar Community Health Centre.	36,40,360.00	9,59,292.00
13	Renovation of Ponka Swapta Swahid Public Health Centre	30,42,725.00	
14	Renovation of Charingia Block Public Health Centre.	29,99,005.00	
15	Renovation of Dergaon Community Health Centre.	96,49,809.00	68,90,000.00
16	Construction of one Open Air Auditorium at Sarupathar	1,45,00,000.00	28,22,376.00
17	Infrastructure development at Government Bezbaruah Higher Secondary School playground, Golaghat.	3,14,92,800.00	

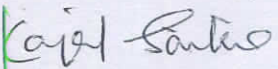
Kindly note that the information provided is based on the records available at this office. For further details or clarification, the applicant may visit our office on any working day.

In case, you are not satisfied with the above reply, you may make an appeal to the First Appellate Authority within 30 days from the date of receipt of this letter as per provision at Section 19 of the RTI Act, 2005, whose details are as under.

Shri Monjit Kr Borah, Chief General Manager (Maintenance)
First Appellate Authority,
Numaligarh Refinery Limited
Numaligarh, Golaghat, Assam-785699

Thanking you,

Yours faithfully,
For & on behalf of NRL,


(Dr. Kajal Saikia),

Chief General Manager (HR & L),
And Public Information Officer, NRL